

The U.S. Embassy in Quito, Ecuador needs to contract the following services in Quito:

Qty.	Description
6 nights	Sleeping rooms for 34 people Date: May 2016
7 nights	Sleeping rooms for 2 people Date: May 2016
6 days	Meeting room: Sufficient to accommodate 36 persons. Date through Date, open from 08:00 – 18:00. Room should be open for set-up by course coordinator up on Sunday, May 15, 2016 from Six Round tables with chairs for 6 persons each. Water and hard candies on tables. Two rectangular tables at the front of the room with 4 extra chairs. Two rectangular tables at the rear of the room with 4 extra chairs
5 days	AM coffee break with pastries and juices.
5 days	PM coffee break with soft drinks and snacks varied each day
5 ea	Flip charts (Rental)
5 ea	Projector and screen (Rental)
5 ea	Podium with portable microphone
5 ea	Laptop – the basic set up to run power point presentation
5 day	Wi-Fi in the conference room and lunch area
5 day	Wi-Fi in the conference room and lunch area, 10 megas
5 days	Breakfast at Hotel restaurant or buffet for 36 people
5 days	Lunch at Hotel restaurant or buffet would be acceptable for 36 people
1 day	Transportation service within Quito for 1 day for 36 people

We will evaluate offers based on the best value to the US Government.

Contractors will be prequalified using Department of State guidelines. There is no testing (non-destructive or destructive) required for this work. All deliverables shall be submitted in English.

If you would like to be considered for this project, your offer must be submitted in a sealed envelope marked: "Offer Enclosed to the Contracting Officer, Mr. Hunter Crowder, Embassy of the United States, Avigiras E 12 – 170 y Eloy Alfaro, Quito Ecuador", **before February 2nd 2016, 4:00 p.m.**

Direct any questions regarding this project to Jose Balseca, GSO Specialist BalsecaJJ@state.gov and/or Ana Jimenez Procurement Agent, at telephone number 2398-5076, Email: JimenezAE2@state.gov in writing to same e-mail addresses.